

OUTPUT FILE FORMAT

GENERAL INFORMATION: (All examples refer to the file layout following general information)

- File name for the output file must contain bureau acronym for easy identification, i.e. fws_outputs.xls (.txt, etc)
- Output quantities must be entered under the correct month. **Do not enter totals for the fiscal year.** The ABC/M system will total output quantities for FY04 and FY05 separately. The total will show in the YTD_QTY field in the database. If at least one month does not have a value greater than zero, then the year-to-date quantity for the activity will be zero.
- For FY05, if the bureau is only sending year-to-date outputs, the total value for each DOI work activity output should be entered in the field for March (e.g. MAR_QTY). Enter commas for all prior months (indicating a blank field), or enter zeroes for all prior months.
- If the bureau opts to send DOI work activity output counts in a text file, use separate rows to enter work activity output counts to keep the work activities separate. Monthly workload counts may be entered in the same row for a single work activity. Use commas to separate entries for each month. Enter zeros for work activities with no workload counts for the month(s). Enter commas for any fields that should be left blank. (see sample output text file format)
- In the file format below, bureaus **MUST** enter the fiscal year (FISCAL_YEAR) and DOI work activity code (DOI_ACTIVITY_CD) for which workload data is submitted. Enter data for monthly workload activity counts as applicable.
- **The fiscal year field (FISCAL_YR) must be 4 characters (e.g. 2004 or 2005); the DOI Activity Code field (DOI_ACTIVITY_CD) must be 2 characters.** Workload quantity fields (e.g. OCT_QTY, NOV_QTY, etc) are a maximum of 15 characters.

FILE FORMAT:

<u>FIELD</u>	<u>LENGTH (# CHARACTERS)</u>
FISCAL_YEAR	4 (must enter all 4 characters, e.g. 2004, 2005)
DOI_ACTIVITY_CD	2 (must enter all 2 characters, e.g. A0, P4, 67, etc)
OCT_QTY	15 (can enter up to 15 characters)
NOV_QTY	15
DEC_QTY	15
JAN_QTY	15
FEB_QTY	15
MAR_QTY	15
APR_QTY	15
MAY_QTY	15
JUN_QTY	15
JUL_QTY	15
AUG_QTY	15
SEP_QTY	15